

# City of Shreveport



## Solicitation Form for Commodities

INVITATION FOR BID

(IFB) #16-021

### LABORATORY TESTING

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**NOTE: THE REQUIRED COS BID FORM LISTED ABOVE MUST BE RETURNED WITH BID. SHOULD ALSO RETURN ONE COPY. IF ANY OF THE ABOVE COS BID FORMS ARE OMITTED, THEN YOUR BID MAY NOT BE CONSIDERED OR ACCEPTED.**

#### INDEX OF REFERENCE ITEMS INCLUDED HEREIN


All information listed below **should not** be returned with your bid. It shall remain part of the bid by reference only.

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INDEX OF REFERENCE ITEMS **NOT** INCLUDED HEREIN THAT ARE INCORPORATED BY REFERENCE WITH THE SAME FORCE AND EFFECT AS IF SET FORTH IN FULL TEXT. SHOULD ANY OF THESE BE IN CONFLICT WITH THOSE LISTED HEREIN, THE MORE STRINGENT WILL APPLY.

The Standard Solicitation Requirements/Provisions/Instructions to Bidders and General Contract Clauses will no longer be printed in full text in solicitations issued by the City of Shreveport (hereinafter the City), but will be incorporated by reference as shown in the current edition of the City's book of Standard Solicitation Provisions/Instructions to Bidders (**Section 10**), and General Contract Clauses (**Section 20**). **If you do not have a copy of these, you may download from our web site: [www.shreveportla.gov](http://www.shreveportla.gov)** (Click on Business, then on Bids & RFPs) **or pick one up in Suite 610 at Government Plaza or email a request to [wendy.wagnon@shreveportla.gov](mailto:wendy.wagnon@shreveportla.gov).** If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

***The Felony Conviction Statement must be submitted by the lowest responsive bidder after the opening.***  
Revised 10-23-15

<b>AN INVITATION FOR YOU TO RESPOND WITH A FORMAL SEALED OR ELECTRONIC BID</b>			
DATES ADVERTISED: February 18, 2016		Date Posted: February 18, 2016	
<b>DO NOT RETURN THIS PAGE-FAXED OR E-MAILED BIDS NOT ACCEPTED</b>			
<b>INVITATION FOR BID (IFB)</b> <b>City of Shreveport</b>  Wendy Wagon, CPPO Purchasing Agent Phone (318) 673-5450		 <b>BIDS MUST BE DELIVERED TO:</b> City of Shreveport Office of the Purchasing Agent Government Plaza-Suite 610 505 Travis Street Shreveport, LA 71101-3042	
		<b>OR GO TO BIDSYNC.COM TO SEND ELECTRONIC BID</b>	
<b>BID MUST BE RECEIVED NOT LATER THAN 2:00 P.M. ON:</b>		<b>March 3, 2016</b>	
		<b>THEN PUBLICLY OPENED</b>	
<b>THIS IS NOT AN ORDER</b>		<b>Bid Number IFB # 16-021</b>	
BID TITLE:		<b>LABORATORY TESTING</b>	
PREBID CONFERENCE: N/A			
<b>E-MAIL QUESTIONS TO:</b>		<b>William.aclin@shreveportla.gov</b>	
		<b>7 working days before the opening or fax to:</b>	
		<b>318-673-5408</b>	
<b>BID BOND IS NOT REQUIRED.</b>		<b>Estimated Expenditure: \$35,000.</b>	
		<b>per year</b>	
<b>Bids received after the time specified for opening cannot be considered for an award.</b>			
<b>COMMODITY BIDS</b>			
For paper bids, if you do not provide <b>all of the required COS Bid Forms</b> or the information required on the bid forms, then your bid <b>may</b> be declared as non-responsive. The bid forms are clearly identified as <b>COS Bid Form #1, 2 &amp; etc.</b> near the top right of the page. If you have any questions, please call Wendy Wagon at 318-673-5450.			
<b>ELECTRONIC BIDS/BID NOTICES</b>			
Bid/Proposal notices will no longer be mailed to contractors/vendors by the Purchasing Office. The City of Shreveports listing of current bids (IFB), requests for quotes (RFQ), requests for proposals (RFP), and statements of qualifications (RFS) (hereinafter bids) will be posted on BidSync.com. To view the general bid information and <b>receive bid notices by e-mail</b> , you will have to register with BidSync. <b>Registration is free.</b> Vendors/Contractors (vendors) will now have the option to submit their bids & bid bonds, electronically or by paper copy [R.S. 38-2212(A)(1)(F) and R.S. 2212.1(B)(4)]. If you wish to view/download the entire bid package and submit electronic bids, you may do so for \$100 per year. Vendors/Contractors who decide to submit e-bids will also have to pay an annual fee of \$197 for a digital signature. <b>It takes about two weeks to get a digital signature.</b> <u>The City will only be allowed to view the vendors prices after the time has passed for the receipt of bids.</u>			
Vendors who decide to pay the annual fee to BidSync will be able to submit electronic bids to every agency in the State of Louisiana that signs up with BidSync. Submitting bids electronically can save thousands of dollars in express mail fees, plan fees/deposits, travel, postage, labor, and the cost of paper. To register please go to: <a href="https://www.bidsync.com">https://www.bidsync.com</a> . If you need help registering or with training or completing an e-bid, please call <b>800-990-9339 (M-F) 8 AM to 7 PM (CST)</b> . Contractors who submit e-bonds will need to pay an annual fee to <a href="http://surety2000.com/">http://surety2000.com/</a> for electronic bid bonds. <i>If an electronic bid is submitted be sure to provide your state contractors license number when the bid with alternates amounts to \$50,000 or more. To request copies of bids by e-mail, send your request to <a href="mailto:wendy.wagon@shreveportla.gov">wendy.wagon@shreveportla.gov</a>.</i>			

The City of Shreveport reserves the right to reject any or all bids and to waive minor informalities.

**Important- If you consider the specifications as restrictive or have a problem with this document please contact the Purchasing Agent at least five days before the bid opening at (318) 673-5450**

**BID PRICES/SIGNATURE PAGE**  
**(RETURN ONE ORIGINAL AND ONE COPY WITH YOUR BID)**  
**COS BID FORM #1**

I agree to furnish all items for the prices as listed below in accordance with all the specifications, terms and conditions listed herein, or with exceptions as listed on the deviation page.

**IFB #16-021**

**Bid Title: Laboratory Testing for Lucas Wastewater Treatment Plant**

**ITEMS BELOW MUST BE COMPLETED BY BIDDER**

**Lot #1**  
**Sludge Field Testing**

Parameter	Method	Reporting Limits/Units (Mg/Kg)	Cost
5-13 All on a Dry Weight Basis			\$
ARSENIC	SW-846 6020	75	\$
CADMIUM	SW-846 6020	85	\$
COPPER	SW-846 6020	4300	\$
LEAD	SW-846 6020	840	\$
MERCURY	SW-846 7471A	57	\$
MOLYBDENUM	SW-846 6020	75	\$
NICKEL	SW-846 6020	420	\$
SELENIUM	SW-846 6020	100	\$
ZINC	SW-846 6020	7500	\$
PCB's	SW8082	49.99	\$
TKN	EPA 351.2		\$
AMMONIA-N	EPA 350.1		\$
NITRATE-N	SW-846 9056		\$
PERCENT SOLIDS	SM 2540 G		\$
FECAL COLIFORM MPN	SM 9221 E		\$
TCLP (Metals-As, Ba, Cd, Cr, Pb, Se, Ag)			\$
Volatile Organics			\$
Semi-Volatile Organics			\$
Pesticides			\$
Herbicides			\$
Percent dry solids*			\$
Percent ammonia nitrogen*			\$

Percent nitrate-nitrite*			\$
Percent potassium*			\$
Percent Kjeldahl nitrogen*			\$
Percent organic nitrogen*			\$
Percent phosphorus*			\$
Percent organic matter*			\$
<b>TOTAL - Lot # 1</b>			<b>\$</b>

\*The percent determinations for all parameters shall be based upon a dry weight basis.

<b>Lot # 2</b>			
<b>Lucas Effluent and Influent Table II &amp; III</b>			
<b>Parameter</b>	<b>EPA Test Method</b>	<b>Reporting Limit ug/L</b>	<b>Cost</b>
<b>Metals and Cyanide</b>			
Antimony	200.8	60	\$
Arsenic	200.8	10	\$
Beryllium	200.8	5	\$
Cadium	200.8	1	\$
Chromium (Total)	200.8	10	\$
Chromium (3+)	200.8	10	\$
Chromium (6+)	200.8	10	\$
Copper	200.8	10	\$
Lead	200.8	5	\$
Mercury	245.1	0.2	\$
Molybdenum	200.8	30	\$
Nickel	200.8	40	\$
Selenium	200.8	5	\$
Silver	200.8	2	\$
Thallium	200.8	10	\$
Zinc	200.8	20	\$
Cyanide	200.8	10	\$
<b>Pesticides and PCB's</b>			
Aldrin	608	0.05	\$
Alpha BHC	608	0.05	\$
Beta BHC	608	0.05	\$

Gamma BHC	608	0.05	\$
Delta BHC	608	0.05	\$
Chlordane	608	0.2	\$
4,4'-DDT	608	0.1	\$
4,4'-DDE	608	0.1	\$
4,4,'-DDD	608	0.1	\$
Dieldrin	608	0.1	\$
Alpha -endosulfan	608	0.1	\$
Beta-endosulfan	608	0.1	\$
Endosulfan sulfate	608	0.1	\$
Endrin	608	0.1	\$
Endrin Aldehyde	608	0.1	\$
Heptachlor	608	0.05	\$
Heptachlor epoxide	608	0.05	\$
PCB 1242	608	1.0	\$
PCB 1254	608	1.0	\$
PCB 1221	608	1.0	\$
PCB 1232	608	1.0	\$
PCB 1248	608	1.0	\$
PCB 1260	608	1.0	\$
PCB-1016	608	1.0	\$
Toxaphene	608	5.0	\$
<b>Volatile Organics</b>			
Acrolein	624	50	\$
Acrylonitrile	624	50	\$
Benzene	624	10	\$
Bromoform	624	10	\$
Carbon tetrachloride	624	10	\$
Chlorobenzene	624	10	\$
Chlorodibromomethane	624	10	\$
Chloroethane	624	50	\$
2-Chloroethyvinyl ether	624	10	\$
Chloroform	624	10	\$
Dibromochloromethane	624	10	\$
1,1-dichloroethane	624	10	\$
1,2-dichloroethane	624	10	\$

1,2-Dichloropropane	624	10	\$
1,3-Dichloropropylene	624	10	\$
Ethylbenzene	624	10	\$
Methylene Bromide	624	50	\$
Methylene Chloride	624	50	\$
Methylene Chloride	624	20	\$
1,1,2,2-Tetrachloroethane	624	10	\$
Tetrachloroethylene	624	10	\$
Toluene	624	10	\$
1,2-trans-Dicloroethene	624	10	\$
1,1,1-trichloroethane	624	10	\$
1,1,2-trichloroethane	624	10	\$
Trichloroethylene	624	10	\$
Vinyl chloride	624	10	\$
<b>Semi-Volatile Organic Compounds</b>			
2-Chlorophenol	625	10	\$
2,4 Dichorophenol	625	10	\$
2,4-Dimethylphenol	625	10	\$
4,6-Dinitro-o-Cresol [2 methyl 4,6-dinitrophenol]	625	50	\$
2,4-Dinitrophenol	625	50	\$
2-Nitrophenol	625	20	\$
4-Nitrophenol	625	50	\$
p-Chloro-m-Cresol [4 chloro-3-methylphenol]	625	10	\$
Pentachlorophenol	625	50	\$
Phenol	625	10	\$
2,4,6-Trichorophenol	625	10	\$
Acenaphthene	625	10	\$
Acenaphthylene	625	10	\$
Anthracene	625	10	\$
Benzidine	625	50	\$
Benzo(a)anthracene	625	10	\$
Benzo(a)pyrene	625	10	\$
3,4-Benzofluoranthene	625	10	\$
Benzo(g,h,i)perylene	625	20	\$
Benzo(k)fluoranthene	625	10	\$
Bis (2-chloroethoxy) methane	625	10	\$

Bis (2-chloroethyl) ether	625	10	\$
Bis (2-chloroisopropyl) ether	625	10	\$
Bis-(2-ethylhexyl)phthalate	625	10	\$
4-Bromophenyl phenyl ether	625	10	\$
Butyl benzyl phthalate	625	10	\$
2-Chloronaphthalene	625	10	\$
4-Chlorophenyl phenyl ether	625	10	\$
Chrysene	625	10	\$
Dibenz(a,h)anthracene	625	20	\$
1,2-Dichlorobenzene	625	10	\$
1,3-Dichlorobenzene	625	10	\$
1,4-Dichlorobenzene	625	10	\$
3,3-Dichlorobenzidine	625	50	\$
Diethylphthalate	625	10	\$
Dimethylphthalate	625	10	\$
Di-n-Butyl Phthalate	625	10	\$
2,4-Dinitrotoluene	625	10	\$
2,6-Dinitrotoluene	625	10	\$
Di-n-octyl Phthalate	625	10	\$
1,2-Diphenylhydrazine	625	20	\$
Fluoranthene	625	10	\$
Fluorene	625	10	\$
Hexachlorobenzene	625	10	\$
Hexachlorobutadiene	625	10	\$
Hexachlorocyclopentadiene	625	10	\$
Hexachloroethane	625	10	\$
Ideno(1,2,3-cd)pyrene (2,3-o-phenylene pyrene)	625	20	\$
Isophorone	625	10	\$
Napthalene	625	10	\$
Nitrobenzene	625	10	\$
N-Nitrosodimethylamine	625	50	\$
N-Nitroso-di-n-propylamine	625	20	\$
N-Nitrosodiphenylamine	625	20	\$
Phenathrene	625	10	\$
Pyrene	625	10	\$
1,2,4-Trichlorobenzene	625	10	\$

<b>Dioxin</b>			
2,3,7,8-Tetrachloro-dibenzo-p-dioxin	1613	0.0001	\$
<b>TOTAL - Lot # 2</b>			<b>\$</b>

<b>Lot #3 North Regional Sludge Cake Parameters</b>			
<b>Parameter</b>	<b>Method</b>	<b>Reporting Limits/Units</b>	<b>Cost</b>
TCLP Arsenic	SW-846 6020		\$
TCLP Barium	SW-846 6020		\$
TCLP Cadmium	SW-846 6020		\$
TCLP Chromium	SW-846 6020		\$
TCLP Herbicides	SW-846 8151		\$
TCLP Lead	SW-846 6020		\$
TCLP Pesticides	SW-846 8081A		\$
TCLP Selenium	SW-846 6020		\$
TCLP Silver	SW-846 6020		\$
TCLP Mercury	EPA 7470A		\$
TCLP Semi-Volatile Organic Compounds	SW-846 8260B		\$
TCLP Volatile Organics Compounds	SW-846 8270C		\$
Corrosivity	SW-846 8260B		\$
Reactivity	SW-846		\$
Paint Filter Liquids Test	EPA SW-846		\$
Ignitability	EPA 9095A		\$
Total Solids	EPA 1030		\$
Arsenic	SM 2540G		\$
Cadium	SW-846 6020		\$
Chromium	SW-846 6020		\$
Copper	SW-846 6020		\$
Lead	SW-846 6020		\$
Molybdenum	SW-846 6020		\$
Nickel	SW-846 6020		\$
Selenium	SW-846 6020		\$
Zinc	SW-846 6020		\$



Mercury	SW-846 6020		\$
PCB 1016	SW8082		\$
PCB 1221	SW8082		\$
PCB 1232	SW8082		\$
PCB 1242	SW8082		\$
PCB 1248	SW8082		\$
PCB 1254	SW8082		\$
PCB 1260	SW8082		\$
<b>TOTAL - Lot # 3</b>			<b>\$</b>

<b>Lot #4</b>			
<b>North Regional Effluent &amp; Influent Table II &amp; III</b>			
<b>Parameter</b>	<b>EPA Test Method</b>	<b>Reporting Limit ug/L</b>	<b>Cost</b>
<b>Metals and Cyanide</b>			<b>\$</b>
Antimony	200.8	60	\$
Arsenic	200.8	10	\$
Beryllium	200.8	5	\$
Cadium	200.8	1	\$
Chromium (Total)	200.8	10	\$
Chromium (3+)	200.8	10	\$
Chromium (6+)	200.8	10	\$
Copper	200.8	10	\$
Lead	200.8	5	\$
Mercury	245.1	0.2	\$
Molybdenum	200.8	30	\$
Nickel	200.8	40	\$
Selenium	200.8	5	\$
Silver	200.8	2	\$
Thallium	200.8	10	\$
Zinc	200.8	20	\$
Cyanide	200.8	10	\$
<b>Pesticides and PCB's</b>			
Aldrin	608	0.05	\$
Alpha BHC	608	0.05	\$

Beta BHC	608	0.05	\$
Gamma BHC	608	0.05	\$
Delta BHC	608	0.05	\$
Chlordane	608	0.2	\$
4,4'-DDT	608	0.1	\$
4,4'-DDE	608	0.1	\$
4,4',-DDD	608	0.1	\$
Dieldrin	608	0.1	\$
Alpha -endosulfan	608	0.1	\$
Beta-endosulfan	608	0.1	\$
Endosulfan sulfate	608	0.1	\$
Endrin	608	0.1	\$
Endrin Aldehyde	608	0.1	\$
Heptachlor	608	0.05	\$
Heptachlor epoxide	608	0.05	\$
Methoxychlor	608		\$
PCB 1242	608	1.0	\$
PCB 1254	608	1.0	\$
PCB 1221	608	1.0	\$
PCB 1232	608	1.0	\$
PCB 1248	608	1.0	\$
PCB 1260	608	1.0	\$
PCB-1016	608	1.0	\$
Toxaphene	608	5.0	\$
<b>Volatile Organic Compounds</b>			
Acrolein	624	50	\$
Acrylonitrile	624	50	\$
Benzene	624	10	\$
Bromoform	624	10	\$
Carbon tetrachloride	624	10	\$
Chlorobenzene	624	10	\$
Cis-1,3-Dichloropropene	624	10	\$
Chloromethane	624	50	\$
Dichloromethane	624	20	\$
Chlorodibromomethane	624	10	\$
Chloroethane	624	50	\$

2-Chloroethyvinyl ether	624	10	\$
Chloroform	624	10	\$
Dibromochloromethane	624	10	\$
1,1-Dichloroethane	624	10	\$
1,2-Dichloroethane	624	10	\$
1,2-Dichloropropane	624	10	\$
1,3-Dichloropropylene	624	10	\$
Ethylbenzene	624	10	\$
Methylene Bromide	624	50	\$
Methylene Chloride	624	50	\$
Methylene Chloride	624	20	\$
Para-dichlorobenzene	624	--	\$
1,1,2,2-Tetrachloroethane	624	10	\$
Tetrachloroethylene	624	10	\$
Toluene	624	10	\$
Trans-1,3-Dichloropropene	624	10	\$
1,2-trans-Dicloroethene	624	10	\$
1,1,1-trichloroethane	624	10	\$
1,1,2-trichloroethane	624	10	\$
Trichloroethylene	624	10	\$
Vinyl chloride	624	10	\$
<b>Semi-Volatile Organic Compounds</b>			
Bis(2-chloro-1-methylethyl)ether	625	10	\$
2-Chlorophenol	625	10	\$
3-Chlorophenol	625	10	\$
4-Chlorophenol	625	10	\$
2,3 Dichlorophenol	625	10	\$
2,4 Dichlorophenol	625	10	\$
2,5 Dichlorophenol	625	10	\$
2,6 Dichlorophenol	625	10	\$
3,4 Dichlorophenol	625	10	\$
2,4-Dimethylphenol	625	10	\$
4,6-Dinitro-o-Cresol [2 methyl 4,6-dinitrophenol]	625	50	\$
2,4-Dinitrophenol	625	50	\$
2-Nitrophenol	625	20	\$
4-Nitrophenol	625	50	\$

p-Chloro-m-Cresol [4 chloro-3-methylphenol]	625	10	\$
Pentachlorophenol	625	50	\$
Phenol	625	10	\$
2,4,6-Trichlorophenol	625	10	\$
Acenaphthene	625	10	\$
Acenaphthylene	625	10	\$
Anthracene	625	10	\$
Benzidine	625	50	\$
Benzo(a)anthracene	625	10	\$
Benzo(a)pyrene	625	10	\$
3,4-Benzofluoranthene	625	10	\$
Benzo(g,h,i)perylene	625	20	\$
Benzo(k)fluoranthene	625	10	\$
Bis (2-chloroethoxy) methane	625	10	\$
Bis (2-chloroethyl) ether	625	10	\$
Bis (2-chloroisopropyl) ether	625	10	\$
Bis-(2-ethylhexyl)phthalate	625	10	\$
4-Bromophenyl phenyl ether	625	10	\$
Butyl benzyl phthalate	625	10	\$
2-Chloronaphthalene	625	10	\$
4-Chlorophenyl phenyl ether	625	10	\$
Chrysene	625	10	\$
Dibenz(a,h)anthracene	625	20	\$
1,2-Dichlorobenzene	625	10	\$
1,3-Dichlorobenzene	625	10	\$
1,4-Dichlorobenzene	625	10	\$
3,3-Dichlorobenzidine	625	50	\$
Diethyl Phthalate	625	10	\$
Dimethyl Phthalate	625	10	\$
Di-n-Butyl Phthalate	625	10	\$
2,4-Dinitrotoluene	625	10	\$
2,6-Dinitrotoluene	625	10	\$
Di-n-octyl Phthalate	625	10	\$
1,2-Diphenylhydrazine	625	20	\$
Fluoranthene	625	10	\$
Fluorene	625	10	\$
Hexachlorobenzene	625	10	\$

Hexachlorobutadiene	625	10	\$
Hexachlorocyclopentadiene	625	10	\$
Hexachloroethane	625	10	\$
Ideno(1,2,3-cd)pyrene (2,3-o-phenylene pyrene)	625	20	\$
Isophorone	625	10	\$
Napthalene	625	10	\$
Nitrobenzene	625	10	\$
N-Nitrosodimethylamine	625	50	\$
N-Nitroso-di-n-propylamine	625	20	\$
N-Nitrosodiphenylamine	625	20	\$
Phenathrene	625	10	\$
Pyrene	625	10	\$
1,2,4-Trichlorobenzene	625	10	\$
Dioxin Scan			
2,3,7,8-Tetrachloro-dibenzo-p-dioxin	1613	0.0001	\$
2,4-Dichlorophenoxyacetic acid (2,4-D)	615	10	\$
2-[2,4,5-Trichlorophenoxy] proprionic acid [2,4,5-TP, Silvex]	615	4	\$
TOTAL - Lot #4		\$	
GRAND TOTAL LOTS 1 - 4		\$	

**BID PRICES/SIGNATURE PAGE**  
**(RETURN ONE ORIGINAL AND ONE COPY WITH YOUR BID)**  
**COS BID FORM #1**

**Estimated delivery time is:** \_\_\_\_\_ **after receipt of purchase order.**

Additional units may be purchased by the City at the same prices listed above for as long as these models are available or until: \_\_\_\_\_, 20\_\_\_\_. **If date is not provided, then prices will be guaranteed for as long as the above models are available. If mutually agreeable with successful bidder and other public agencies this bid will be made available to them.**

The City reserves the right to renew any resultant contract(s), if mutually agreeable with the contractor, for four additional years in one year increments with price changes limited to paragraph 7, Price Changes, in the Special Instructions to Bidders herein.

**BID ACCEPTANCE AND DELIVERY** (Prices bid must be firm for a minimum of 45 days). In compliance with the Invitation, and subject to all conditions thereof, the bidder offers and agrees, if this bid is accepted within 45 days from date of opening, to furnish any or all items quoted on at prices as set forth after the item and to make delivery F.O.B destination **ON AN AS NEEDED BASIS** with transportation cost included and prepaid.

**LOUISIANA PREFERENCE:** In accordance with Louisiana Revised Statutes 39:1595, a preference may be allowed for products manufactured, produced, grown or assembled in Louisiana of equal quality. The Louisiana Preference information here is not a definite requirement because the Louisiana bidder or the bidder who offers a Louisiana product may be entitled to a preference consideration, even when not claimed by the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same items/services, and is in all respects fair and without collusion or fraud. Acting on behalf of the bidder, this is to attest that the undersigned is a duly authorized representative of the above captioned firm, corporation, or business and has read Sections 10, & 20, as referenced on the previous page. **THE FAIR SHARE GOAL DOES NOT APPLY TO THE CITY'S DIRECT COMMODITY PURCHASES.**

<b>BIDDERS NAME/ADDRESS:</b>	<b>NUMBER OF ADDENDA RECEIVED (If NONE-write 0 or N/A or none, etc.):</b>  N/A OR:
<b>AUTHORIZED SIGNATURE(MANUAL):</b>	<b>AUTHORIZED SIGNATURE(TYPED OR PRINTED):</b>
<b>TITLE:</b>	<b>DATE:</b>
<b>PHONE NUMBER(S)</b>	<b>E-MAIL ADDRESS:</b>
<b>Provide Deviations from terms, conditions, provisions and specifications below &amp; on extra page, if applicable:</b>	

## CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES

### 1.0 BROCHURES

1.1 If specifications or descriptive papers are submitted with bids, enter bidders= name thereon.

### 2.0 SAMPLES

2.1 Sample, when required, must be submitted free of expense, unless otherwise specified in accordance with the conditions and instructions in the body of this bid notice.

### 3.0 CLARIFICATION/SUBSTITUTION REQUESTS

3.1 Bidders requiring additional information may submit their question(s) in writing to the attention of the Buyer as listed on page one.

3.2 Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have received the original Invitation for Bid.

3.3 Any inquiry received at least seven (7) or more working days prior to the date fixed for the opening of bids will be given consideration.

3.4 Every interpretation made to a Bidder will be in the form of written Addendum to the contract document and when issued will be on file in the Purchasing Agent=s office.

3.5 All such addenda shall become part of the Contract Documents and all Bidders shall be bound by such addenda.

3.6 The City shall not be legally bound by an addendum or interpretation that is not in writing.

3.7 If the necessity arises to issue an addendum modifying plans and specifications within the seventy-two-hour period (exclusive of holidays, Saturdays and Sundays) before the scheduled bid opening then the opening of bids shall be extended for at least seven but not more than of twenty-one working days. (Louisiana R.S. 38:2212-C-2).

3.8 **It shall be the Bidder=s responsibility to make inquiry as to the Addenda issued.**

### 4.0 DELIVERY ARO

4.1 Show delivery time required after receipt of order (ARO), in appropriate space provided on page three.

### 5.0 DELIVERY TERMS

5.1 The commodities and/or services must be furnished as described and specified, delivered f.o.b. destination freight prepaid.

5.2 The term f.o.b. destination shall mean delivered, removed from the crate, placed inside of building, and title taken to after acceptance.

5.3 Most City buildings do not have loading docks.

### 6.0 QUANTITIES

6.1 Whenever quantities or usages are provided by the City, these are estimates only.

6.2 No guarantee or warranty is given or implied by the city as to the total amount that may or may not be purchased from any resulting contracts.

6.3 These quantities are for information only and will be used for tabulation and presentation of the prices offered.

### 7.0 PRICE CHANGES

7.1 Prices will be firm for the minimum period as specified in the solicitation document.

7.2 After the first year of the contract or the guaranteed price date shown on the bid form, whichever is longer, the Contractor may request price increases that are limited to the increase in the Contractor=s actual documented cost of doing business or the appropriate CPI or PPI, whichever is lower.

7.3 Written requests for price increases must be sent by Certified Mail-Return Receipt Requested.

7.4 The City reserves the right to accept or reject the price increase within fifteen days after receipt of the request. Should the City reject the price increase, the City reserves the right to cancel the contract and award to the next best bidder or to solicit new bids.

## **CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES CONTINUED**

- 7.5 No increase will be effective until approved in writing by the Purchasing Agent.
- 7.6 Any decrease in the cost of the contract items shall be forwarded to the Purchasing Office with immediate inception into the contract.
- 7.7 Any decrease in pricing shall not be less than the appropriate CPI or PPI.
- 8.0 AWARD CRITERIA
- 8.1 The award will be made to the lowest responsible and responsive bidder(s) according to the criteria designated in the Invitation for Bid.
- 8.2 In addition to price, the Bid Evaluation will include the following factors (as they apply):
- 8.2.1 The quality of performance/workmanship of previous contracts, services, equipment or products, or references which attest to the specific experiences of others.
- 8.2.2 The timely completion of previous contracts or services or the timely delivery of past orders, or references which attest to the specific experiences of others.
- 8.2.3 The sufficiency of financial resources and its impact on ability of the bidder to perform the contract or provide the services.
- 8.2.4 The City reserves the right to conduct on-site inspections of any bidder=s facilities prior to award and the results of said inspection will be considered by the City in determining bidders= capabilities of successfully administering to this contract.
- 8.2.5 The ability and availability of the bidder to provide quality and timely maintenance, service, and/or parts.
- 8.2.6 The resale value, life cycle costing (which includes the cost of maintenance) and value analysis.
- 8.2.7 The availability and capability of local and regional vendor support as it affects the quantity, quality, and timeliness of the work or products required.
- 8.2.8 Delivery of a product and timely completion of a project as stated by vendor in the bid.
- 8.2.9 Substantial compliance or noncompliance with specifications set forth in the bid as determined by the City.
- 8.2.10 Product or parts inventory capability as it relates to a particular bid.
- 8.2.11 Results of product/equipment testing.
- 8.2.12 Warranty - Terms and Conditions.
- 8.2.13 Adequate capital and credit rating sufficiently to complete all operations under this contract in a satisfactory manner.
- 8.2.14 An efficient office force, with a satisfactory record in expediting delivery of materials to field force and capable of fulfilling proper liaison service with mechanical trades.
- 8.2.15 An adequate and efficient field force, with extensive knowledge of all types of work involved under this contract.
- 8.2.16 A record of amicable relations with labor.
- 8.2.17 An adequate supply of construction equipment in good operating condition.
- 9.0 Evaluation
- 9.1 Bids may be made for one lot only, or for as many lots as the bidder can supply.
- 9.2 Awards will be made by complete lots and may be made to one or more bidders.
- 10.0 Evaluation of Bids for Multiple Awards
- 10.1 In addition to other factors, bids will be evaluated on the basis of advantages to the City that might result from making more than one award (multiple awards).
- 10.2 For the purpose of making this evaluation, administrative costs to the City for issuing and administering each contract awarded under this invitation will be considered, and individual awards will be for the items and combinations of items which result in the lowest aggregate price to the City, including such administrative costs.



## CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES CONTINUED

### 11.0 Alternates

- 11.1 When alternates are requested, the City reserves the right to select the bid with or without these, whichever will be in the best interest of the City.

### 12.0 REJECTION

- 12.1 This solicitation does not commit the City of Shreveport to award a contract, to pay any costs incurred in the preparation of a bid, or to procure or contract for the articles of goods or service.
- 12.2 The City reserves the right to accept or reject any or all bids received as a result of this request, or to cancel in part or its entirety this bid, if it is in the best interest of the City to do so.
- 12.3 The City of Shreveport reserves the right to declare any bid non-responsive in which the delivery/completion time indicated is considered to delay the operation for which the item/work is intended, or due to the noncompliance of the BID SPECIFICATION
- 12.4 In addition, the City reserves the right to declare any bid non-responsive that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids, if such action would be in the best interest of the City.

### 13.0 Rejection of Lowest Bid

- 13.1 Substantial negative findings from the Bid Evaluation as listed above, and/or the factors as listed below, may result in the disqualification of the lowest bid, if in the best interest of the City of Shreveport.
- 13.2 Additional purchase of repair/replacement parts for the low bid item, as opposed to an existing inventory of parts for a higher bid item.
- 13.3 Greater service costs for the low bid item.
- 13.4 Longer service time for the low bid item, which would cause longer down time of the item.
- 13.5 Proven reliability of the higher bid item.
- 13.6 Compatibility of the higher bid item with existing equipment.

### 14.0 DISQUALIFICATION REVIEW BOARD (La. R.S. 38:2212 J- 1 & 2/ City of Shreveport Code of Ordinances Sec. 26-265)

- 14.1 When a contractor has been given notice of possible disqualification based upon La. R.S. 38:2212 et. seq., and/or debarment based upon Sec.26-265, the contractor may submit a written appeal to the Purchasing Agent for review by the City=s Disqualification Review Board.
- 14.2 The written appeal must be submitted within ten (10) days after notice of possible disqualification and may request either (1) a meeting with the Review Board, or (2) that the Review Board consider a written appeal only.
- 14.3 A meeting of the Review Board will be scheduled within ten (10) days after receipt of the appeal.
- 14.4 The Review Board will be composed of the Chief Administrative Officer (CAO), City Engineer, Purchasing Agent, and the Director of Using Department.
- 14.5 The decision of the Review Board will be given to the contractor in writing ten (10) days after all pertinent information has been considered.
- 14.6 The decision of the Review Board will not operate as a waiver by the City of its rights concerning the assessment of liquidated damages.

### 15.0 OPERATIONAL MANUALS

- 15.1 **When bidding on equipment, the successful bidder shall be required to furnish one copy of the operational manual and warranty with each type of unit delivered, and one additional copy of the operational manual shall be sent to: Risk Manager, 505 Travis Street Suite 620, Shreveport, LA 71101-3042.**

## **CITY OF SHREVEPORT SPECIAL INSTRUCTIONS TO BIDDERS FOR COMMODITIES CONTINUED**

### **16.0 BRAND NAMES (La. R.S. 38:2212 F- 2)**

16.1 Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, they are used only to denote the quality standard of the product desired and that they do not restrict bidders to the specific brand, make, manufacturer, or specification named; that they are used only to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired; and that equivalent products will be acceptable.

16.2 It shall be the responsibility of the Purchasing Agent and the professionally employed architect or engineer to determine what is considered an equivalent product on any and all projects in which they have been legally employed to perform professional services.

### **17.0 PUBLIC INSPECTION OF BIDS (La. R.S. 44:33 et seq./Attorney General=s Opinion No. 95-155)**

17.1 Bids will be in active use after the opening and therefore will not be available for public inspection until 72 hours after the bid opening (exclusive of Saturdays, Sundays, and legal public holidays- La. R.S. 44:33).

### **18.0 PAYMENTS DUE THE CITY**

18.1 Section 26-211 of the Citys Code of Ordinances requires the following:

18.1.1 On every contract to which the City is a party and for which written specifications are prepared, the specification shall include the requirement that before the contract is awarded the contractor shall pay all taxes, licenses, fees, and other charges which are outstanding and due to the City.

18.1.2 No contract to which the city is a party shall be awarded to any person who:

18.1.3 Has not paid all taxes, licenses, fees and other charges which are outstanding and due the city, or

18.1.4 Owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it, or

18.1.5 Owns more than 25% of a legal entity that owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it.

18.1.6 For purposes of this section, Own shall mean to be the last record owner of property prior to a tax sale or adjudication.

18.1.7 Bids/proposals will not be accepted from or contract awarded to any person, firm, or corporations which have at any time failed to execute a contract that has been awarded to them by the City, or which is in arrears to the City upon debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City.

### **19.0 GOVERNING PRICES**

19.1 UNIT PRICE BIDS-Prices must be firm and unit prices written in figures shall govern over extended prices. Prices bid must be based upon payment in thirty (30) days after delivery and acceptance.

19.2 LUMP SUM BIDS (When unit prices are not required)-Prices must be firm and prices written in words shall govern over prices written in figures. Prices bid must be based upon payment in thirty (30) days after delivery and acceptance.

### **20.0 PREFERENCE FOR ITEMS MANUFACTURED IN THE UNITED STATES-R.S. 39:1595.7**

20.1 In the event a contract is not entered into for products purchased under the provisions of R.S. 39:1595, each procurement officer, purchasing agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this Chapter may purchase such materials, supplies, products, provisions, or equipment which are manufactured in the United States, and which are equal in quality to other materials, supplies, products, provisions, or equipment, provided that all of the following conditions are met:

20.1.1 The cost of such items does not exceed the cost of other items which are manufactured outside the United States by more than five percent.

20.1.2 The vendor of such items agrees to sell the items at the same price as the lowest bid offered on such items.

20.1.3 In cases where more than one bidder offers items manufactured in the United States which are within five percent of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.

20.1.4 The vendor certifies that such items are manufactured in the United States.

21.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

21.1 By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

22.0 BID ENVELOPE

22.1 Outside of the bid envelope to list the Bidders name, address, license number, bid number, project name, opening date/time and the Citys address.

23.0 RECEIPT OF BIDS

23.1 The City does not receive bids on holidays and weekends.

24.0 PATENT, COPYRIGHT, AND TRADE SECRET INDEMNITY

24.1 Contractor warrants that all materials and/or products produced by Contractor hereunder will not infringe upon or violate any patent, copyright, or trade secret right of any third party. In the event of any such claim by any third party against the City, the City shall promptly notify Contractor, and Contractor shall defend such claim, in the City's name, but at Contractor's expense, and shall indemnify the City against any loss, expense, or liability arising out of such claim, whether or not such claim is successful.

**END**

**APPENDIX 2-AFFIDAVIT ATTESTING THAT CONTRACTOR, LEGAL ENTITIES OF  
CONTRACTOR DO NOT OWN ADJUDICATED OR LIEN PROPERTY**

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

\_\_\_\_\_ authorized representative of  
\_\_\_\_\_ with a Federal I.D. Number of:  
\_\_\_\_\_ and with a current e-mail address of:  
\_\_\_\_\_ who does hereby state as follows, to-wit:

- 1.0 Contractor does not own any property which is adjudicated to the City of Shreveport or which has demolition liens, grass cutting liens, or any other property standards liens on it. For purposes of this subsection, the term Own shall mean to be the last record owner of the property prior to a tax sale or adjudication.
- 2.0 Contractor does not own more than 25% of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other property standards liens on it.
- 3.0 Contractor has paid all taxes, licenses, fees, and other charges which are outstanding and due to the City.
- 4.0 Contractor will provide written notification to the City's Purchasing Agent not later than the next work day after any of the above statements becomes invalid.
- 5.0 This affidavit shall expire one year from the date shown below unless renewed by the contractor.

THUS DONE AND PASSED before me, Notary, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_ Seal: \_\_\_\_\_  
Signature

IDENTIFICATION NUMBER: \_\_\_\_\_

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Note: The notary identification number is required. The City of Shreveport also requires an original seal.

This affidavit is required to document compliance with **City Ordinance 26-211**. If you have any questions, please call Affidavit Specialist at 318/673-5458 or call 318/673-5450. Please mail original affidavit with notary seal to: Purchasing Affidavit, P.O. Box 31109 or hand deliver to: 505 Travis St., Suite 610, Shreveport, LA 71101. Shreveport, LA 71130. Do not submit with your bid. **We will not be allowed to issue your firm a purchase order or payment until a properly executed original affidavit is returned.**

Revised 10-10-12

## Appendix 3

# City of Shreveport

## FELONY CONVICTION STATEMENT

This document must be furnished by the **lowest responsive bidder** in a separate envelope, or by fax, or e-mail not later than then 10 days after the bid opening. Failure to submit at the specified time may result in the bid being declared as non-responsive. **Do not submit in your bid document.**

Bid Number: \_\_\_\_\_

**By signing this document in accordance with La. R.S. 38:2227, the appearer, as a bidder on the above project, does hereby attest that:**

- 1.0 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1.1 Public bribery (R.S. 14:118)      | 1.2 Extortion (R.S. 14:66)        |
| 1.3 Corrupt influencing (R.S. 14:120) | 1.4 Money laundering (R.S. 14:23) |
- 2.0 Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
- |   |   |
|---|---|
| 2.1 Theft (R.S. 14:67)                        | 2.2 Identity Theft (R.S. 14:67.16)                        |
| 2.3 Theft of a business record (R.S.14:67.20) | 2.4 False accounting (R.S. 14:70)                         |
| 2.5 Issuing worthless checks (R.S. 14:71)     | 2.6 Bank fraud (R.S. 14:71.1)                             |
| 2.7 Forgery (R.S. 14:72)                      | 2.8 Contractors; misapplication of payments (R.S. 14:202) |
| 2.9 Malfeasance in office (R.S. 14:134)       |   |

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of bids and any and all delay costs due to the rebid or cancellation of the contract.

**And, executes this document as:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

By: \_\_\_\_\_

Signature of Authorized Owner or Representative

Title

Date

Print Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Fax to: 318-673-5408

OR E-Mail to: [wendy.wagnon@shreveportla.gov](mailto:wendy.wagnon@shreveportla.gov)

(10-23-15)

FROM:

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License # 

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PLEASE RUSH TO:

**CITY OF SHREVEPORT**  
**OFFICE OF THE PURCHASING AGENT**  
**505 Travis Street-Suite 610**  
**SHREVEPORT, LOUISIANA 71101-3042**

SEALED BID FOR:

IFB Number: 

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Project Name: 

---

Opening Date: 

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**Attention: Use this format on the outside of your container when responding with a paper bid.**  
**We do not accept faxed responses for formal solicitations! Revised 10-20-11**

## **SPECIAL CONDITIONS**

- 1.0 The City of Shreveport is soliciting bids from qualified laboratories to provide services for analytical testing required by permits and regulations from the Environmental Protection Agency, and LA Department of Environmental Quality.
- 2.0 LABORATORY ACCREDITATION
- 2.1.1 In accordance with LAC 33:I.4501, any commercial laboratory as defined in LAC 33: the Department's Environmental Laboratory Accreditation Program (LELAP) shall accredit I.4503 prior to commencing analytical work. The laboratory must be certified for the method/matrix/analyses necessary to perform the analytical work required. The City of Shreveport will not accept analytical data generated by any commercial laboratory that is not accredited by the Department of Environmental Quality's Environmental Laboratory Accreditation Program in accordance with LAC 33:I.4501 through 5913. All analytical data must be submitted in a format approved by the City of Shreveport and must meet the requirements of LAC 33:I.5313 and the NELAC Standards.
- 3.0 PERFORMANCE
- 3.1 The laboratory should have the capability of performing at least 80% of the testing listed on the COS Bid Form. The City of Shreveport requires the analytical services of a laboratory to ensure continuous analysis regardless of sample load and/or laboratory availability. The laboratory must be able to reach specified detection limits.
- 4.0 QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PLANS
- 4.1 The QA/QC Plans of the laboratory and any proposed subcontractor must meet all QA/QC requirements of LAC 33: I Chapters 45-57, Laboratory Accreditation. QA/QC Plans will be maintained at the laboratory for accreditation and are not required to be submitted with proposals and, therefore, will not be evaluated. However, the laboratory should include a statement assuring the City of Shreveport that all LDEQ Laboratory Accreditation QA/QC requirements and method specific requirements will be met for requested analyses. QA/QC plans must be made available to the City of Shreveport for review upon request.
- 5.0 FIELD OF TESTING
- 5.1 The City of Shreveport, Office of Water and Sewerage, Lucas Wastewater Treatment Plant, Lab Division has several EPA/DEQ permitted tests that must be performed by an accredited lab. The testing includes Sludge Field metals, (volatile and semi-volatile organics, pesticides, herbicides, pathogens, etc.), Sludge Cake Parameters, and Effluent and Influent Tables II and III for Lucas and North Regional Plants. See Attachments A, B, C, and D.
- 6.0 EXPECTATIONS
- 6.1 The City of Shreveport, Office of Water and Sewerage, Lucas Wastewater Treatment Plant, Laboratory Division reserves the right to change to next lowest bidder if the Office of Water and Sewerage, Lucas Wastewater Treatment Plant, Laboratory Division feels product quality and/or customer service (including timely delivery of product) standards are not being met as determined by the City of Shreveport, Office of Water and Sewerage, Lucas Wastewater Treatment Plant, Laboratory Division.
- 7.0 PERIOD of CONTRACT
- 7.1 The period of performance for any contract resulting from bid will be from January through December, terminated or extended in accordance with the provisions of the contract. Option to extend the contract will be as listed on page 14.
- 8.0 TECHNICAL SPECIFICATIONS
- 8.1 Any direct questions by bidders concerning these specifications, locations or details should be directed to Derinda Banks, Laboratory Supervisor at (318)673-6584.